



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Public Information Officer (Executive Level)
Posting Number	PN# 109794
Department	Houston Airport System
Division	Marketing, Communications & Community Affairs
Section	NA
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, normally M-F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

This position reports to the HAS Communications Director. Manages the daily operations of the public information/media relations function; including overseeing staff. Represents the department as spokesperson and acts as a liaison between the department and the community. Directs, anchors and manages the HAS public service television show *Houston Airports Today*. Attends various civic, council, public and business meetings. Oversees the preparation and distribution of responses to all media requests, information interviews and public inquiries - ensuring accuracy and promptness. Promotes departmental goals and objectives through appropriate media channels. Monitors, reviews and responds to public feedback on departmental activities and progress. Handles extremely sensitive or confidential information. Collaborates with staff to manage assigned initiatives; provides trends assessment, develops and supports media relations events and assists in the development of research initiatives to evaluate media relations program effectiveness. This position includes emergency media response responsibilities. Performs other duties as assigned.

WORKING CONDITIONS

Performing these duties will involve: observing and differentiating details; attending to details amid distractions; problem identification and analytical skills; managing multiple priorities; ability to interpret technical and detailed guidelines; writing and speaking effectively; proposing and implementing a course of action; and dealing with individuals and groups in a professional manner. Regularly utilizes a personal computer and word processing, spreadsheet, and database software application. Operate city vehicles; walking, standing or sitting for extended periods, and lifting up to twenty (20) pounds. May require visiting sites at the various airport locations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

A Bachelor's degree in Journalism, Public Relations, Public Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of progressive professional experience in media, public relations or a closely related field.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preferences will be given to individuals with television or radio broadcasting experience. Excellent public speaking, writing, on-camera presence, and interviewing. The ability to work independently and under tight deadlines. Strong written and oral communication skills. Must be computer literate.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 26	
\$1,944.00 - \$2,346.00 Biweekly	\$50,544.00 - \$61,000.00 Annually

OPENING DATE

APRIL 5, 2006

CLOSING DATE

APRIL 11, 2006

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submit online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>.

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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